

# COVID-19 Vaccine Provider Webinar

January 21, 2021



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# DISCLAIMER

The information presented today is based on recent guidance and MAY change.

January 21, 2021



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# Agenda

1. Digital Data Logger & Vaccine Storage
2. VAOS Reminders and FAQ's
3. Provider Resources



Texas Department of State  
Health Services

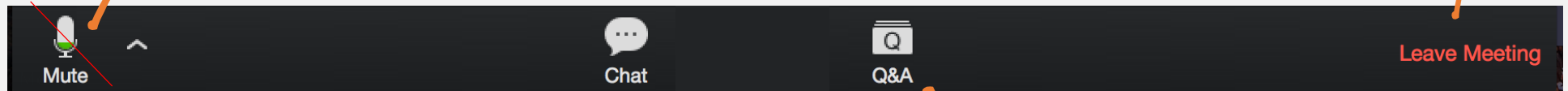
Today's webinar presentation and recording will be available on the  
[COVID-19 Vaccine Management Resources page](#)

# Zoom Guidance

*New to Zoom? Have a question? Here's a quick guide:*

**You will be automatically muted during this webinar.**

**Need to go? Click Leave Meeting to exit the webinar.**



**The "chat" feature will be turned off for attendees in this Webinar.**

**Have a question? Type a question to the host and panelists using the Q&A box!**



**Texas Department of State  
Health Services**

# Digital Data Logger & Vaccine Storage

# Vaccine Storage & Temp. Monitoring Equipment

COVID-19 Vaccine Providers must have proper temperature monitoring equipment and storage to meet the specific needs of the COVID-19 vaccine products they have in their facility.



## *Temperature monitoring requirements:*

- A **Digital Data Logger** provides the most **accurate storage unit temperature information**, including details on how long a unit has been operating outside the recommended temperature range
- All storage units that contain COVID-19 vaccine must have a **data logger continuously recording temperatures**

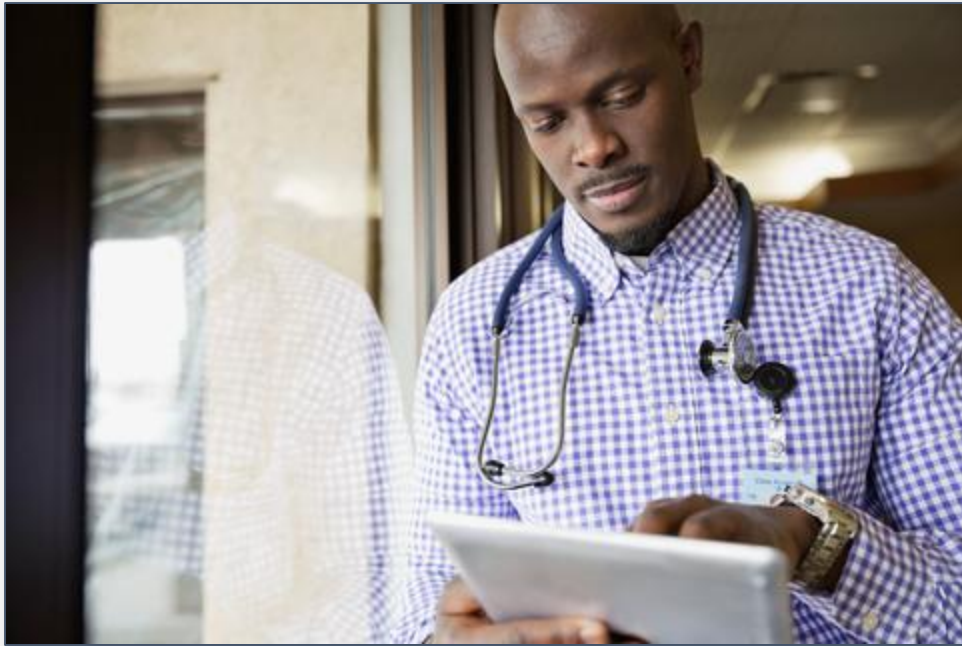


## *Storage requirements:*

The appropriate vaccine storage unit for the COVID-19 vaccine depending on the products in a facility may include:

- Refrigerator
- Regular freezer
- Ultra-cold freezer

# Digital Data Loggers – The Basics



**WHO should use a data logger?** All storage units that contain COVID-19 vaccine must have a data logger continuously recording temperatures.

**WHAT does a data logger do?** A data logger is an electronic device that records temperature data over time.

# Digital Data Loggers – The Basics

**WHY do I need to have a data logger?** A data logger provides more accurate and comprehensive monitoring of temperatures of which vaccines have been exposed. Using a data logger may reduce vaccine loss by providing necessary data when the vaccine would otherwise be lost.

Here's a list of temperature monitoring devices that are ***NOT*** recommended to monitor vaccine:



- *Thermometers including alcohol or mercury thermometers, even if placed in fluid-filled bio safe liquid vial*
- *Bi-metal stem temperature monitoring devices*
- *Food temperature monitoring devices*
- *Household mercury temperature monitoring devices*
- *Chart recorders*
- *Infrared temperature monitoring devices*



# Digital Data Loggers – Dos and Don'ts

Digital Data Loggers should have an **active temperature display** that can be easily read by all staff from the outside of the unit **without having to open the door**.

- ✓ Current temperature
- ✓ Minimum and maximum temperatures
- ✓ Battery level
- ✓ Alarm to indicate a temperature excursion

## Do:

- Place the probe as **close to the vaccine** as possible
- Keep the probe away from walls, ceilings, cooling vents, doors, floor and back of the unit
- Have a **back-up digital Data Logger** on hand in the case of emergency

## Do Not:

- Suspend Data Logger probe from wire shelves in the unit, by tape, or other means attached to the inside ceiling of the unit

# Digital Data Loggers – Other Best Practices



CDC recommends that **Digital Data Loggers** include a detachable probe that is placed in buffered material to closely replicate the temperature of the vaccine, such as:

- ✓ A vial filled with liquid (glycol, ethanol, glycerin)
- ✓ A vial filled with loose media (sand, glass beads)
- ✓ A solid block of material (Teflon, aluminum)



Each data logger must have a valid certificate of calibration, also known as a **Report of Calibration**.

# Temperature Excursions

A temperature excursion is any temperature reading that is **outside the recommended range for vaccine storage** as defined in the manufacturer's package insert. The accurate use of a Digital Data Logger may reduce vaccine loss by providing key temperature data.



*If a temperature excursion occurs:*

**Label the vaccine **Do Not Use****

- Store at the recommended temperature range until you receive manufacturer guidance

**Document key excursion information**

- Document the date and length of time of the excursion, the storage unit temperature, and inventory affected

**Contact the manufacturer**

- Contact the manufacturer and/or immunization program for guidance on whether to use affected vaccines and whether patients need to be recalled for revaccination

***Manufacturer: Analyze Issue***

- *COVID-19 vaccine manufacturers* analyze information about the magnitude of the temperature excursion to determine if a vaccine is still viable

**Document the event**

- Document the event and actions taken for record-keeping requirements.
- If the doses are no longer viable, document them as wasted in VAOS

# Vaccine Storage – Recommendations

COVID-19 Vaccine Providers must have proper storage equipment to meet the specific needs of COVID-19 vaccines. This includes the correct storage unit(s), whether a **refrigerator, regular freezer, or ultra-cold freezer**.



Purpose-build, also referred to as **“pharmaceutical-grade,” units are preferred.** They are designed specifically for the storage of biologics, including vaccines.



Household-grade units can be an acceptable alternative in **some situations**.

Most standard freezer units do not meet ultra-cold freezer requirements; however, CDC does not recommend Providers purchase ultra-cold storage units at this time.

# Vaccine Storage – Recommendations



Avoid placing or storing items other than **vaccines, refrigerated diluents, and water bottles** inside storage units.

Place **water bottles on the top shelf, floor, and in the door racks** of vaccine storage units to help maintain stable temperatures that might be disrupted by frequently opening and closing unit doors.



Store vaccines and diluents in **original packaging**.

Position vaccines and diluents **two to three inches** from the storage unit walls, ceiling, floor, and door.



Arrange vaccines and diluents in rows and allow space between them to **promote air circulation**.

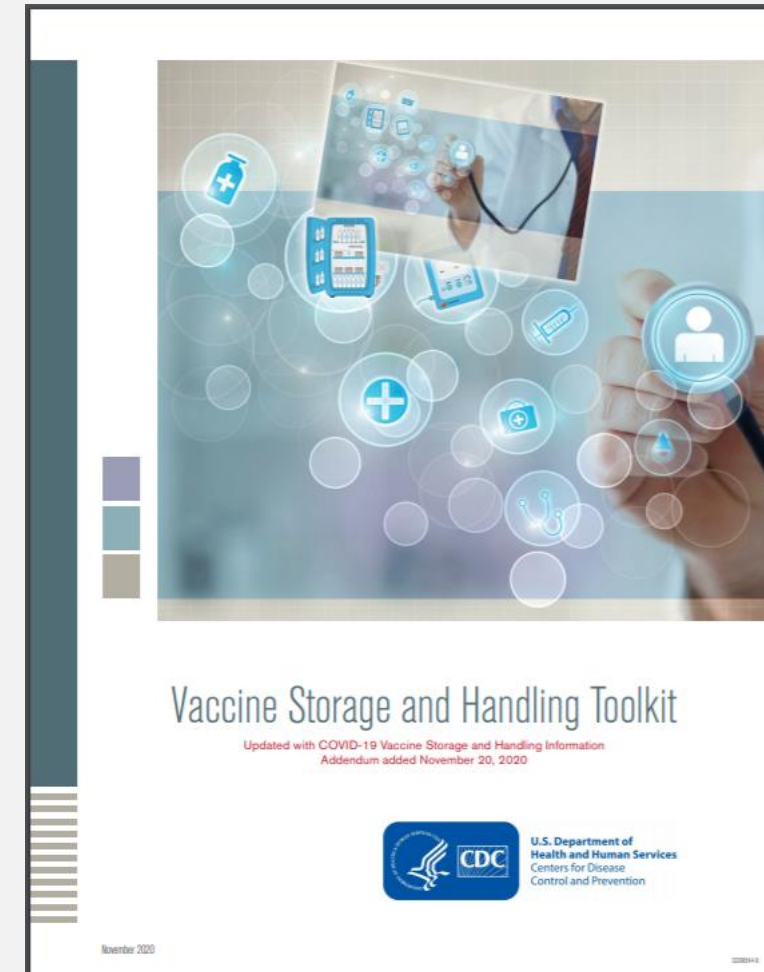
# CDC Storage & Handling Toolkit

Want more information on best practices for storage and handling?

Download the [CDC Storage and Handling Toolkit](#), where you can find information on:

- The latest recommendations from the CDC on storage and handling issues
- Product information from vaccine manufacturers
- Vaccine Beyond Use Date (BUD) guidance
- Temperature monitoring best practices

You can also visit the [CDC's Storage and Handling Resources page](#) for web-based trainings, videos, checklists, and references related to vaccine storage and handling.



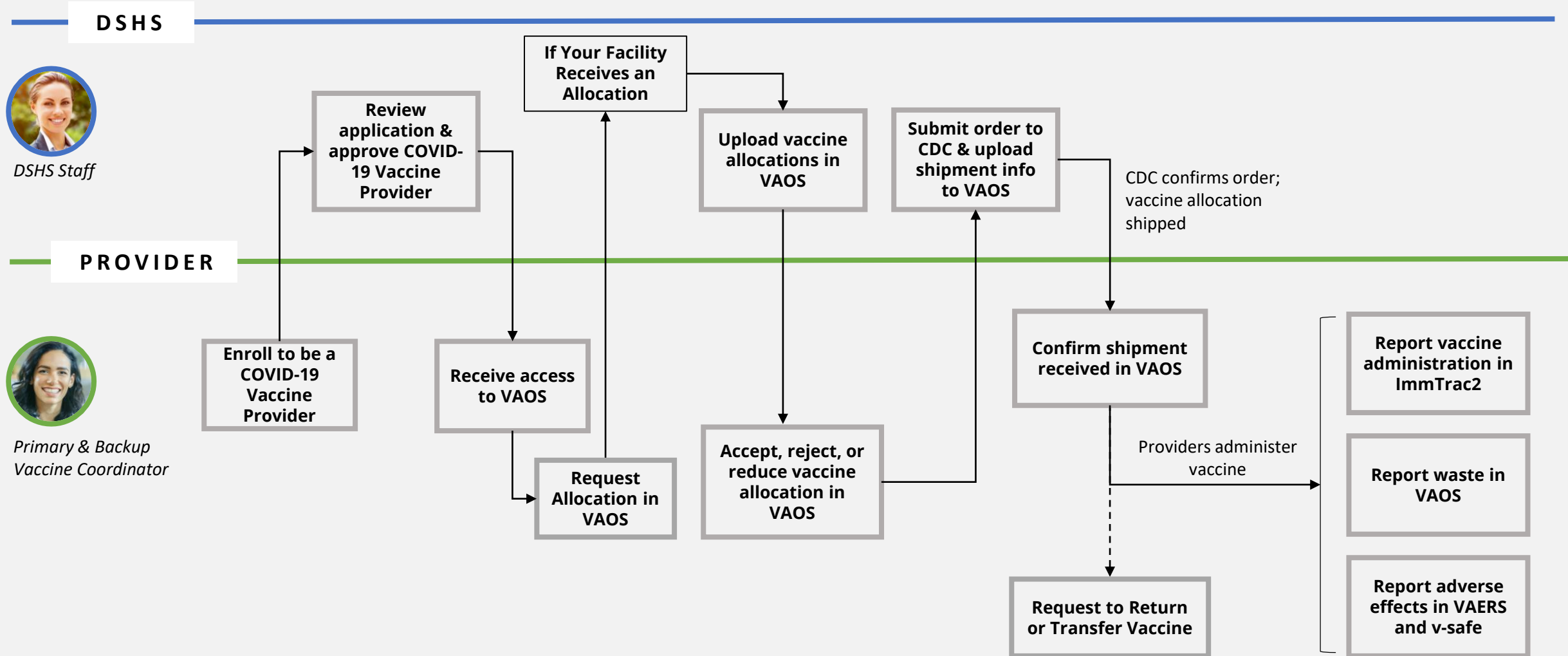
*Click here to  
download!*

**Poll: Which of these are  
acceptable temperature  
monitoring devices?**

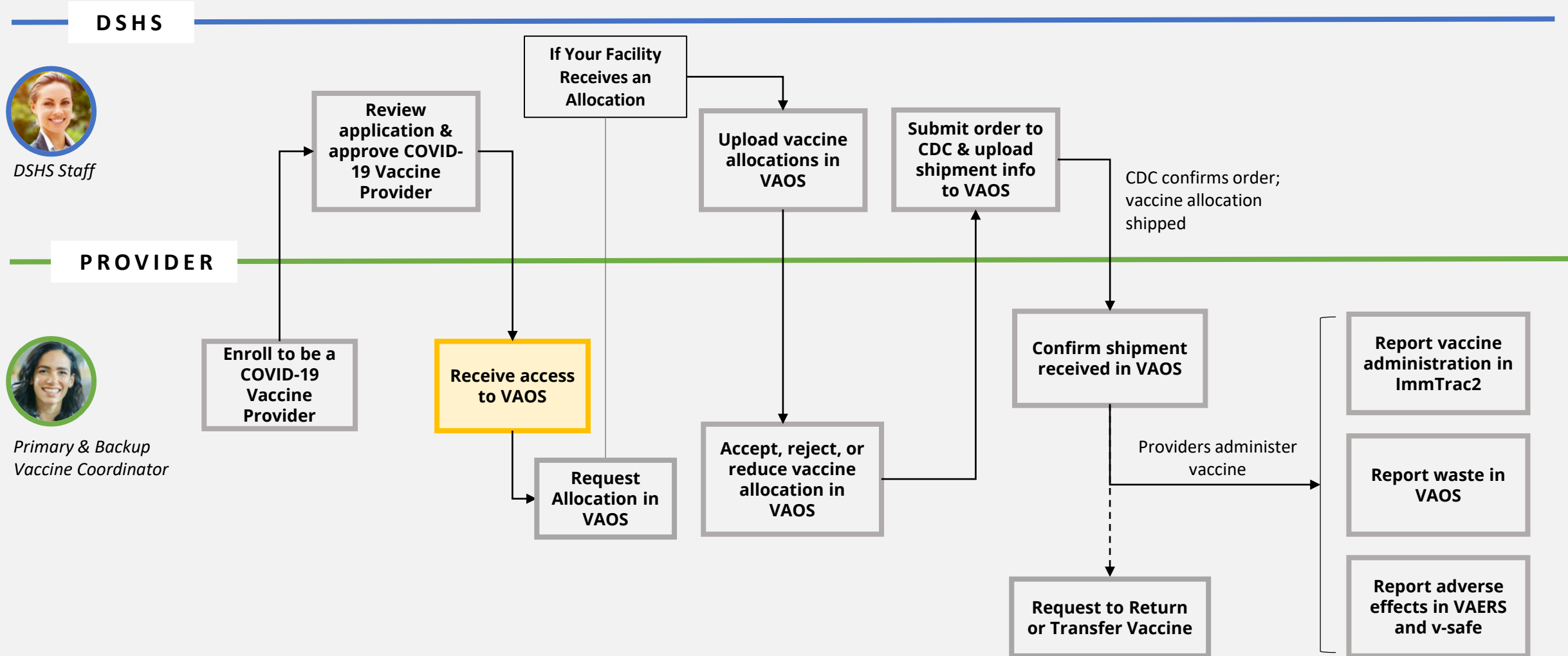
# VAOS Reminders & FAQs



# COVID-19 Vaccine Provider Milestones



# COVID-19 Vaccine Provider Milestones



# Receive Access to VAOS

## Did you know...?

Only **2 people per facility** receive access to VAOS– the **primary & backup vaccine coordinators**.



Primary Vaccine Coordinator



Backup Vaccine Coordinator

You provided information for the primary & backup vaccine coordinator during the enrollment process.

The screenshot shows the 'PANDEMIC PROVIDER ENROLLMENT' form. The 'Pandemic Vaccine Coordinators' section is highlighted with a red box. It contains two sub-sections: 'Primary Vaccine Coordinator' and 'Backup Vaccine Coordinator'. Each sub-section has fields for \*Last Name, \*First Name, MI, \*Telephone, \*Email, and Degree/Credentials. The 'Save & Continue' and 'Save & Exit' buttons are visible at the bottom right of the form.

## Did you know...?

You can **change who has access** to VAOS for your facility.



NEW Primary Vaccine Coordinator



NEW Backup Vaccine Coordinator

If you would like to designate a different person to have access to VAOS for your facility contact the **DSHS COVID-19 Vaccine Provider Help Desk** at:

(877) 835-7750, 8 a.m. to 5 p.m., Monday-Friday

[COVID19VacEnroll@dshs.Texas.gov](mailto:COVID19VacEnroll@dshs.Texas.gov)

# Receive Access to VAOS

## Did you know...?

Providers access VAOS via the **HHS Enterprise Portal**.

To access VAOS, Providers should sign in at

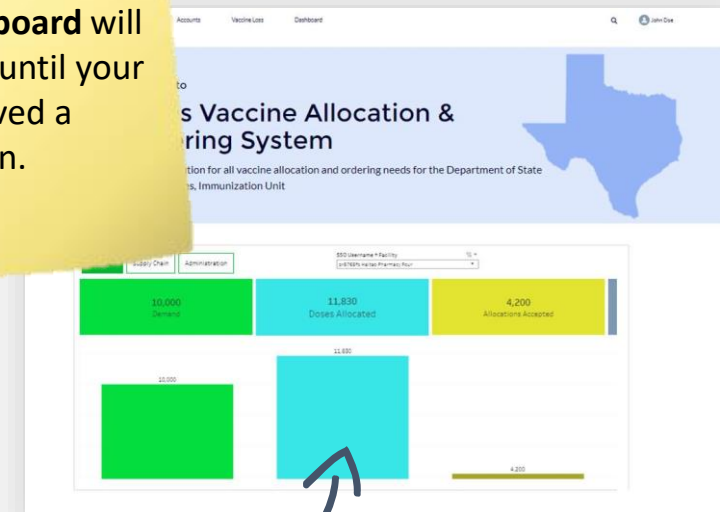
<https://texasvaccines.dshs.Texas.gov>.

This site may direct you to the HHS Enterprise Portal (below). Use your VAOS credentials to sign in here.



## Did you know...?

Your **VAOS dashboard** will not display data until your facility has received a vaccine allocation.



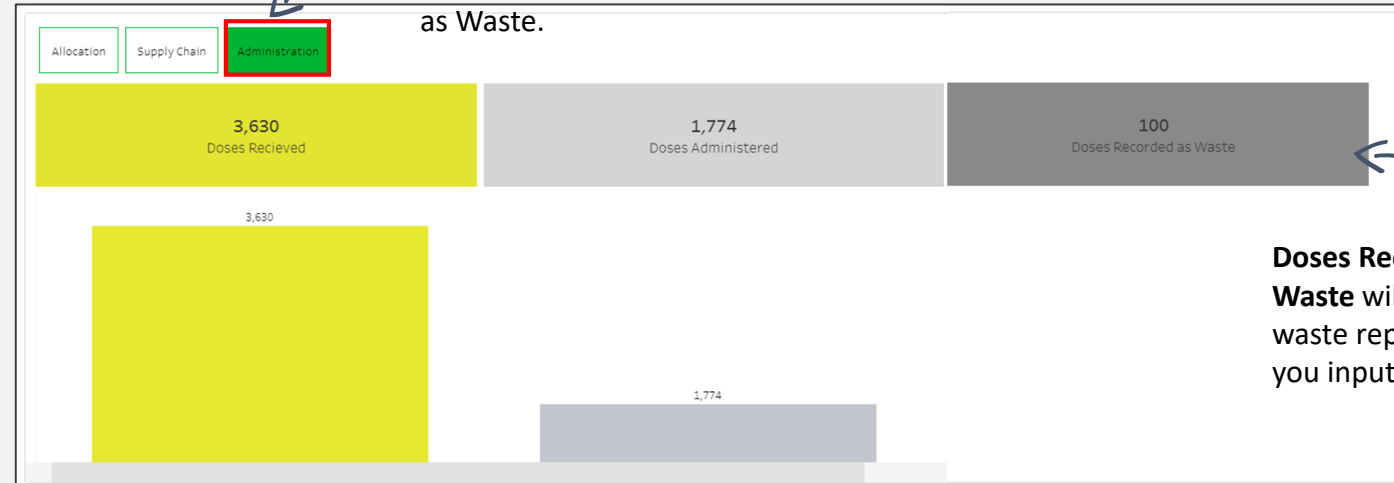
If your dashboard looks empty– don't panic!  
Your VAOS dashboard **will not display data until your facility has received a vaccine allocation.**

# Receive Access to VAOS

## Did you know...?

COVID-19 Vaccine Providers may experience a **delay of up to three days** (or longer, based on how you report) between when they report vaccine administration in ImmTrac2 and when that information is reflected on the VAOS dashboard.

On the **Administration** tab, you can view Doses Received, Doses Administered, and Doses Recorded as Waste.



**Doses Recorded as Waste** will reflect the waste reports that you input into VAOS.



Quantity on Hand is based on **Doses Received** and **Doses Administered**.

**This delay may affect the data you see for *Doses Administered* and *Quantity on Hand*.**

# Receive Access to VAOS

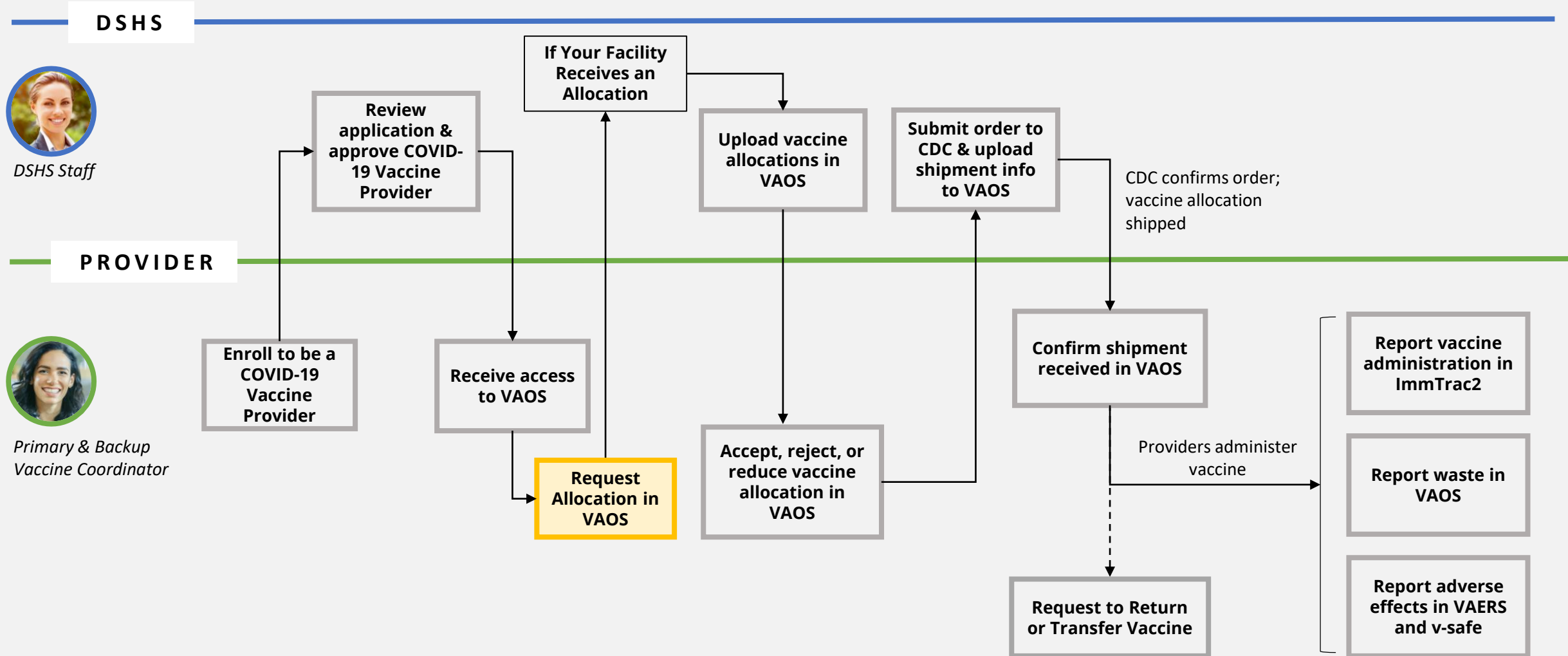
## Did you know...?

You should **login to ImmTrac2 ASAP** after receiving VAOS access. If you don't, you will lose your VAOS and ImmTrac2 access in 120 days.

- **You MUST login to ImmTrac2 to avoid being disassociated by the system for inactivity.**
- If ImmTrac2 users do not login in immediately or have gone 365 days since your last login, ***you will not be able to login to ImmTrac2 or VAOS.***
- Log into ImmTrac2 [here](#).
- For information about logging into ImmTrac2, email: [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)

The screenshot shows the ImmTrac2 Texas Immunization Registry login page. On the left is a blue sidebar with the word 'Production' at the top. Below it are fields for 'Org Code:', 'Username:', and 'Password:', followed by a 'Login' button. At the bottom of the sidebar are links for 'Forgot Username?' and 'Forgot Password?'. The main content area has a header with the Texas Health and Human Services logo, the text 'Texas Department of State Health Services', and the 'ImmTrac2 Texas Immunization Registry' logo. Below the header is a navigation bar with links for 'HOME', 'FORMS', 'REGISTRATION', 'USER TRAINING', and a lightbulb icon. A 'Hot Topics' section follows, with links HT-1 through HT-7. The first topic is 'ImmTrac2 Support During COVID-19 Response', dated 03/17/2020. The text explains that customer support is limited due to COVID-19 and provides email addresses for general support ([ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)) and data exchange support ([ImmTrac2MU@dshs.texas.gov](mailto:ImmTrac2MU@dshs.texas.gov)). It also reminds users to follow HIPAA and Texas Privacy laws. At the bottom of the main area are links for 'ImmTrac2 Quick Guide - Change Password', 'Immunization Unit - Home Page', and 'Vaccine Adverse Event Reporting System (VAERS)'. The footer contains the copyright notice: 'Copyright © 1999 - 2020 State of Wisconsin. All rights reserved.'

# COVID-19 Vaccine Provider Milestones

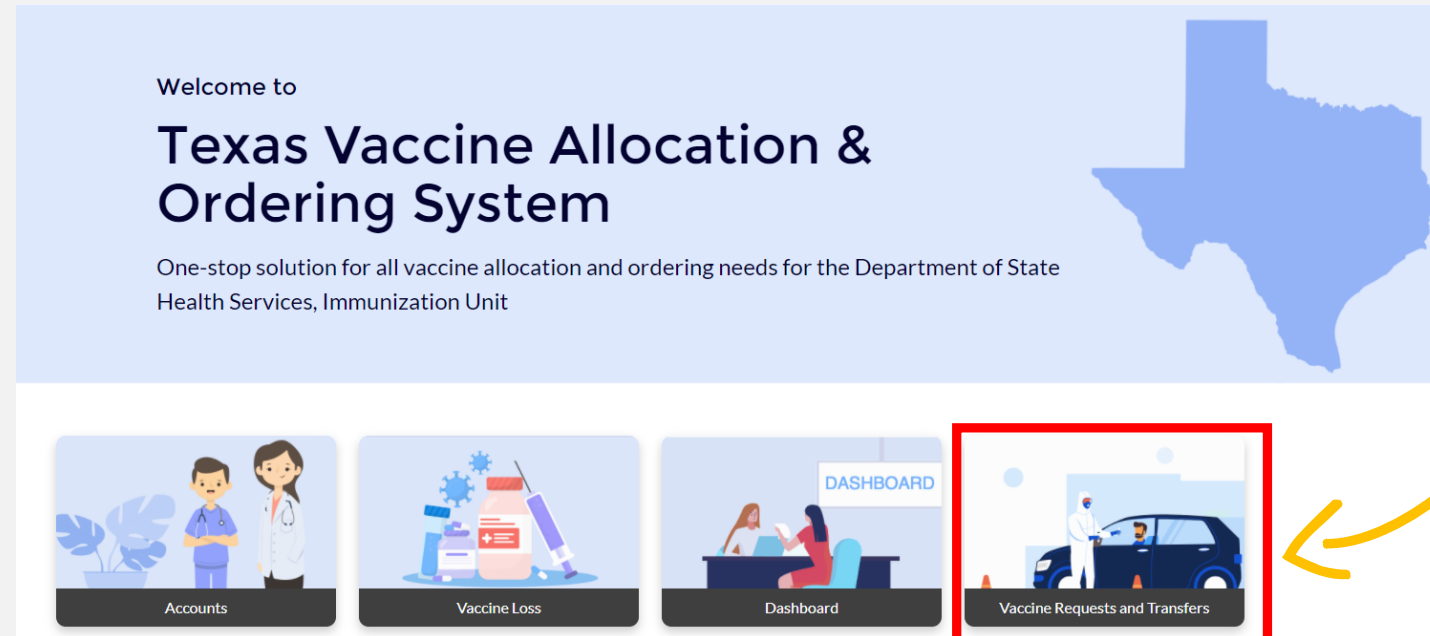


# Request Allocations in VAOS

## Did you know...?

Submitted allocation requests inform allocation decisions, but **do not guarantee** that you will receive an allocation for your requested doses.

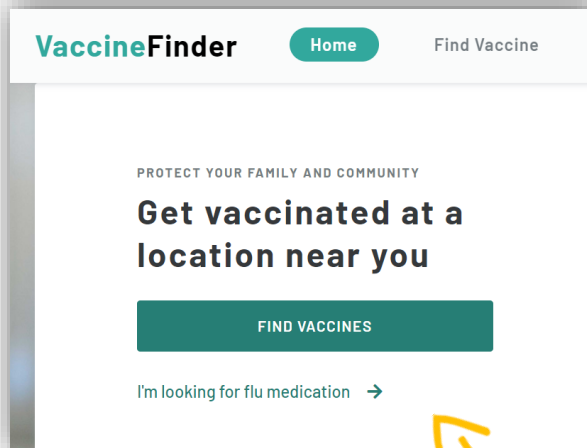
When you submit an allocation request in the VAOS “Vaccine Requests and Transfers” portal, **your allocation request may not be guaranteed** based on limited supply of the vaccines.



*Submit  
allocation  
requests here!*



# Request Allocations in VAOS



*CDC Vaccine Finder*

The screenshot shows a 'Service Request' form in VAOS, titled 'SR-0034'. The form is divided into sections. The 'Information' section states: 'This vaccine request is not guaranteed and may not be fulfilled in its entirety. Please ensure: 1. Your facility can utilize all the vaccines you are requesting within one week; 2. Your facility has enough storage space\* for the doses you request; and 3. Someone will be available to receive this shipment. \* Pfizer vaccines do not require providers to have ultra-cold storage'. The 'First Dose Allocation' section shows 'Created By: John Doe, 1/13/2021, 1:49 PM'. The 'Facility' section has a dropdown menu with 'TX Test' selected. Below this, there are three checkboxes: 'Post my info in the CDC Vaccine Finder' (unchecked), 'I want to receive ancillary supplies' (checked), and 'Presentation' (checked). The 'Presentation' section has a dropdown menu with 'Moderna' selected. Below this, there's a checkbox for 'If Pfizer, do you need dry ice?' (unchecked). The 'Number of doses requested' is set to '200'. The 'Who do you plan to vaccinate?' section has two columns: 'Available' and 'Chosen'. The 'Available' column has a dropdown menu with 'Military' selected. The 'Chosen' column has a list with '65+', 'High Risk for COVID', and 'Longterm Care'. At the bottom, there are 'Cancel' and 'Save' buttons.

## Did you know...

When requesting allocations, providers can indicate whether they want the CDC to direct the public to their facility as a COVID-19 Vaccine Provider.

## Did you know...




When submitting an allocation request, providers can opt-in to receive ancillary supplies.

# Requesting Allocations in VAOS

## Did you know...

Providers should only request allocations for a quantity of doses that can be administered to their patient population in a **one-week period**.

Providers should request allocations **weekly by Thursday at 5PM CT** for allocations that can be administered in a **one-week** period.


Monday	Tuesday	Wednesday	Thursday	Friday
Day 1	Day 2	Day 3	Day 4	Day 5
Submit allocation requests in VAOS			Deadline to submit <b>weekly</b> request by 5PM 	
Day 8	Day 9	Day 10 <i>Providers receive allocation notification. Providers do not need to accept the allocation in VAOS.</i>	Day 11 <i>Providers receive shipment notifications</i>	Day 12 Hub site orders delivered 
Day 15 Other Provider orders delivered 	Day 16	Day 17	Day 18	Day 19

Now that Providers are requesting allocations, they **do not need to accept allocations** in VAOS.

Providers should **receive notification of their allocation the Wednesday after** they submit their allocation request.

# Request Allocations in VAOS

Providers should request Pfizer vaccine second dose allocations by Thursday 5pm **the week after** receiving their shipment of first doses and should request Moderna second dose allocations by Thursday 5pm **two weeks after** receiving their shipment of first doses.

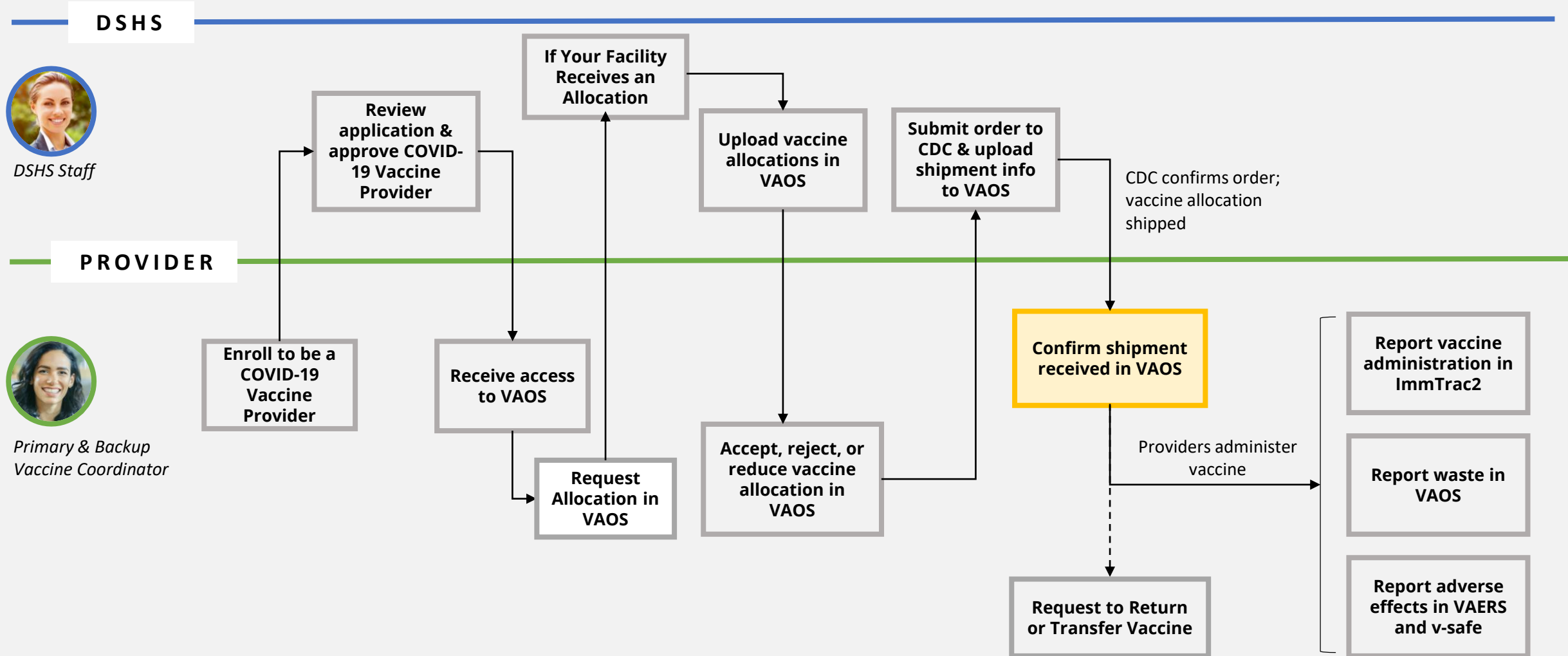
Monday	Tuesday	Wednesday	Thursday	Friday
<b>First Dose</b> shipment received ( <i>Pfizer or Moderna</i> ) 	Begin administering <b>First Doses</b> ( <i>Pfizer or Moderna</i> )			
Submit allocation request for <b>Pfizer Second Dose</b> by Thursday 5 PM				
Submit allocation request for <b>Moderna Second Dose</b> by Thursday 5 PM				
<b>Second Dose of Pfizer</b> shipment received 	<b>Pfizer Second Dose</b> administration ( <i>Day 21</i> )			
<b>Second Dose of Moderna</b> shipment received 	<b>Moderna Second Dose</b> administration ( <i>Day 28</i> )			

## Did you know...

Beginning the week of 1/18, **Providers must request second dose allocations** in VAOS.

Providers should submit **separate allocation requests** for first and second dose allocations.

# COVID-19 Vaccine Provider Milestones



# Confirm Shipment in VAOS

## Did you know...?

Primary & backup vaccine coordinators will receive an **email notification when a vaccine allocation ships.**

After your allocation has been accepted, wait for an **email confirming the shipment of your vaccine doses.** When your vaccine allocation ships, primary & backup vaccine coordinators will receive an email notification from [noreply@salesforce.com](mailto:noreply@salesforce.com).

Remember to **continue monitoring your mailbox and Spam folder** for the shipment notification and additional allocation notification emails.

Hello Provider,

Based on your vaccine allocation, a shipment of Pfizer 1 has been sent to your facility. Once you receive this shipment, it is very important that you go into the Texas Vaccine Allocation and Ordering System as soon as possible to confirm receipt and record any issues with your shipment. Please review the details on your shipment and instructions on the shipment process below.

Carrier: Fedex

Tracking number: FD1434254523423

Date Shipped: 11/20/2020

# Confirm Shipment in VAOS

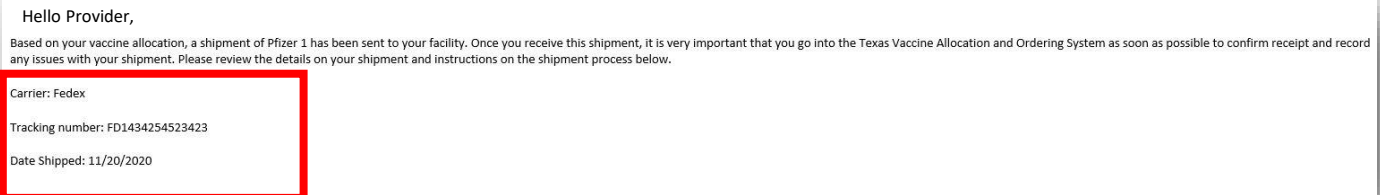
Did you know...?

When a vaccine allocation ships, you will have access to **shipment tracking information**.

Shipment information, including the shipment tracking number, will be available in two places:

1

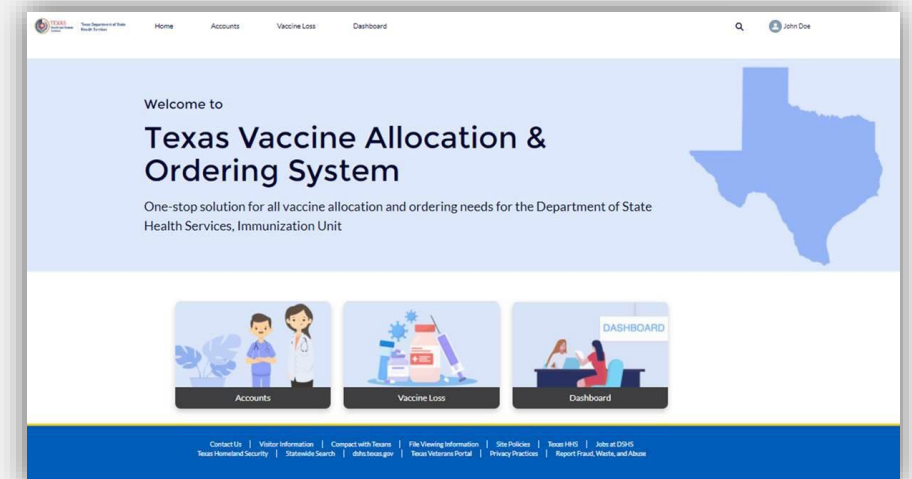
In the notification email sent to the primary & backup vaccine coordinators



2

In VAOS, shipment information is displayed on the *Shipment Details* page.

For instructions to find this tracking information, refer to the [COVID-19 VAOS – How to View Vaccine Shipment Tracking Info](#)



# Confirm Shipment in VAOS

## Did you know...?

You can find out whether an allocation is for **First Doses** or **Second Doses** in VAOS and from the allocation notification email.

Providers can locate whether an allocation is a first dose or second dose in the notification email or in their VAOS allocations dashboard

Dear Primary Four,

You have a **Second Dose** allocation of Pfizer 1 available to accept in the Texas Vaccine Allocation and Ordering System (VAOS) for Long Term Care Population at Haitao Pharmacy Four. This may only be part of your order for the season; if so, the remainder will be allocated as it becomes available. Please review the detailed instructions on the ordering process below.

It is very important that you go into VAOS (<https://texasvaccines.dshs.texas.gov>) as soon as possible once receiving this notification. We request that the listed amounts of COVID-19 Test vaccine that have been allocated be accepted – please do not decrease your weekly allocation unless storage capacity at your facility is an issue.

Vaccine Allocation

✓ Acknowledged Sent to VTrackS Shipped Received Reject

Allocation Number		Status	Acknowledged
Allocation Group	Moderna Week 2 1/4 Dose 2	Intimated Staff	
Event	COVID-19	Intimated Staff's Email	
Pre-booking Request		Intimated Staff's Email 2	
Vaccine	Moderna COVID-19 Vaccine	Facility Primary Contact Name	
Vaccine Name	Moderna COVID-19 Vaccine	Due Date	
NDC		Total Amount Requested	700
Facility		Formula Allocation Amount	700
Facility PIN		Total Amount Allocated	700
Fund Type		Total Amount Accepted	700
State PO Reference		Request Date	1/4/2021
Target Population	Healthcare Worker	Priority Indicator	
Pre-booking Request Line Item		Priority Reason	
Is Deleted	<input type="checkbox"/>	Version	1
Date Shipped		Intention	ADU
Immtrac Org Id		Community Facility	
Allocation Dose	Second Dose		
Created By	DSSH VaccineFeed, 1/4/2021, 4:12 PM	Last Modified By	



# Confirm Shipment in VAOS

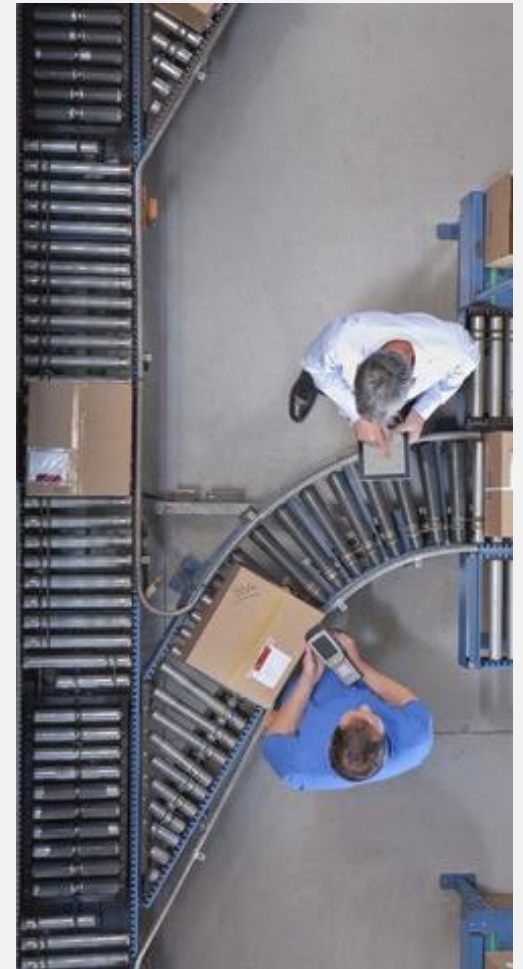
## Did you know...?

When McKesson ships a vaccine allocation, they will send a notification email.

**McKesson will send advance notification emails** about the vaccine shipment, including the specific vaccine and quantity ordered, as well as the tracking number.

McKesson will send separate emails for each vaccine cooler (box) in the shipment, because each cooler (box) has its own unique tracking number.

These email notifications will come from [CDCCustomerService@McKesson.com](mailto:CDCCustomerService@McKesson.com). **Make sure to list this address as a safe address so that these notifications do not go to a Spam folder.**





# Confirm Shipment in VAOS

## Did you know...?

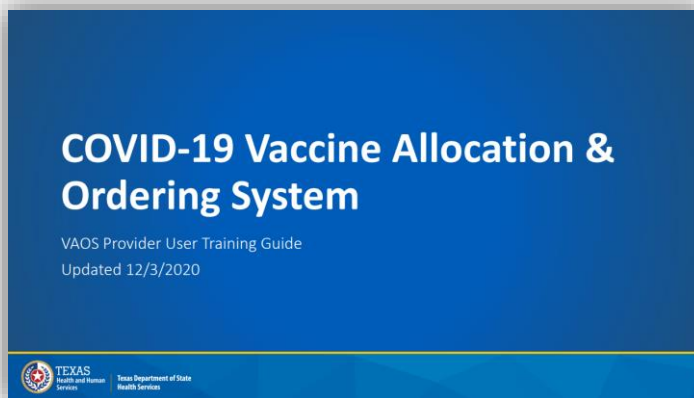
When you receive a shipment, **you must enter that you received a vaccine shipment in VAOS**

You'll need...

- **Who** received the vaccines
- **When** the vaccines were received
- **How many** vaccines received

After inspecting, you'll need to enter...

- How many vaccines **passed** inspection
- How many vaccines **failed** inspection
- **Reason** for any failure



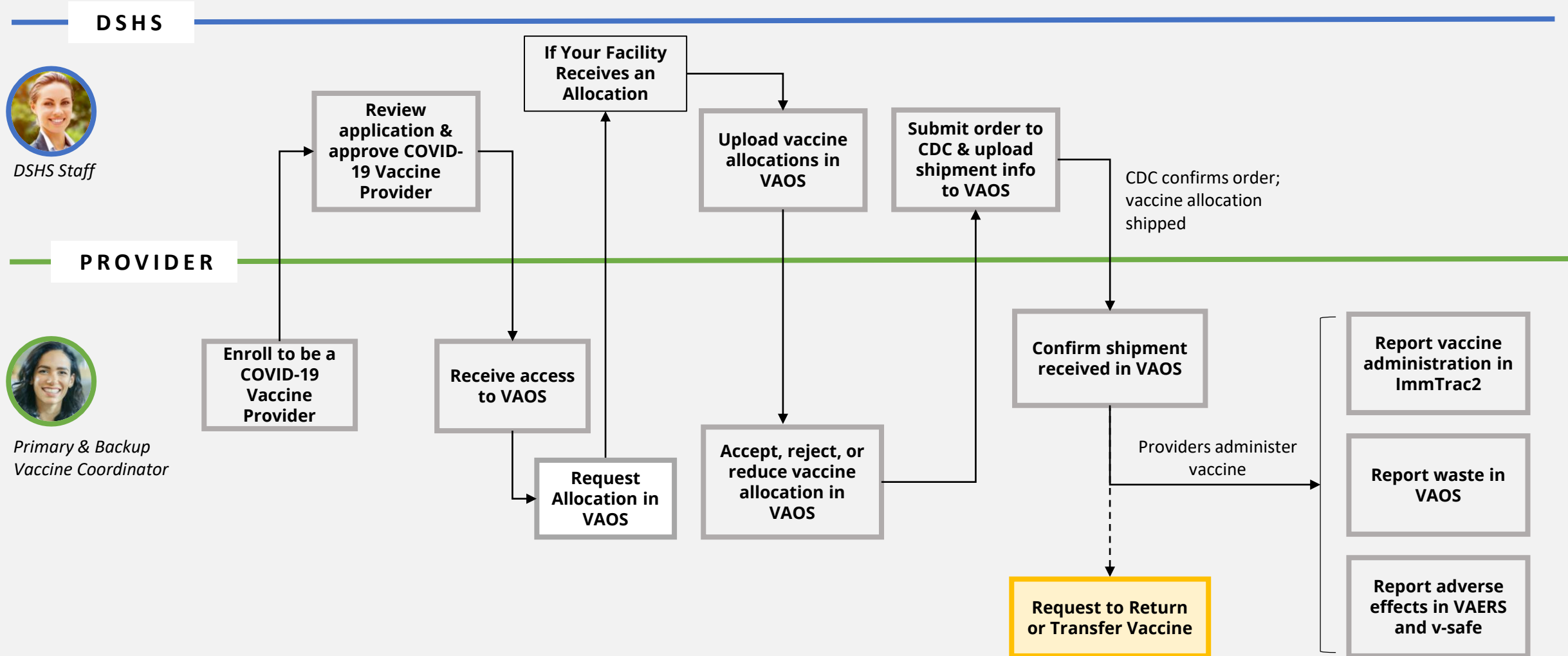
*COVID-19 VAOS Provider Training Guide*

You can find instructions for completing this process on the [DSHS COVID-19 Vaccine Management Resources website](#).



*Confirming Shipments in VAOS instructional video*

# COVID-19 Vaccine Provider Milestones



# Request to Transfer Vaccine

## Did you know...

Vaccines can only be transferred to an **approved COVID-19 vaccine provider**.

Account Name	Haitao Pharmacy Four	Facility Status	Y
Parent Account		Account Record Type	Vaccine Ordering
Indicator	N	IIS PIN	1234567890
Source Type	Manually Entered	Original Certification Date (VFC)	10/28/2020
Provider PIN	300017	Renewal Certification Date (VFC)	10/28/2020
Immtrac OrganizationID	7436305	Site Registration Date	10/28/2020
OrgIntent	N/A	Site Agreement Date	10/28/2020

## Did you know...

You can find your **organization's PIN** in VAOS on the **Account Details** page.

You'll need your Provider PIN to request a transfer, as well as the PIN of the Receiving Provider. Approved COVID-19 Providers will all have Provider PIN's.

# Request to Transfer Vaccine

## Did you know...?

Providers will need to upload and submit a completed and signed CDC Redistribution form for each transfer request.

For each request to transfer, Providers should complete and have the appropriate personnel sign the **CDC Supplemental COVID-19 Vaccine Redistribution Agreement**.

When you initiate a Transfer Request in VAOS, you will be able to **download the CDC Redistribution Agreement**.

Before your request can be reviewed, you will need to **upload the completed and signed form in VAOS** for DSHS to review.

## CDC Supplemental COVID-19 Vaccine Redistribution Agreement



The Centers for Disease Control and Prevention (CDC) plans to ship a minimum order size of COVID-19 vaccine, constituent products, and ancillary supplies at no cost directly to enrolled COVID-19 vaccination providers throughout the United States. The federally contracted vaccine distributor uses validated shipping procedures to maintain vaccine cold chain and minimize the likelihood of vaccine loss or damage during shipment. There may be circumstances where COVID-19 vaccine needs to be redistributed beyond the identified primary CDC ship-to sites (i.e., for orders smaller than the minimum order size or for large organizations whose vaccine is shipped to a central depot and requires redistribution to additional clinic locations). In these instances, vaccination provider organizations/facilities, third-party vendors, and other vaccination providers may be allowed to redistribute vaccine, if approved by the jurisdiction's immunization program and if validated cold-chain procedures are in place in accordance with the manufacturer's instructions and CDC's guidance on COVID-19 vaccine storage and handling. There must be a signed CDC COVID-19 Vaccine Redistribution Agreement for the facility/organization conducting redistribution and a fully completed CDC COVID-19 Vaccination Provider Profile Information form (Section B of the CDC COVID-19 Vaccination Program Provider Agreement) for each receiving vaccination location.

The parties to this agreement are CDC and healthcare organizations, third-party vendors, and vaccination providers that redistribute COVID-19 vaccine. CDC cannot reimburse costs of redistribution beyond the initial designated primary CDC ship-to site(s), nor for purchase of any vaccine-specific refrigerators or qualified containers. Therefore, organizations planning for redistribution of COVID-19 vaccine must carefully assess the associated risks and costs (e.g., vaccine loss due to temperature excursions, purchase of vaccine-specific portable refrigerators and/or containers) before planning this activity.

ORGANIZATION INFORMATION			
Organization/facility name:		For official use only: VTrack ID: _____ Unique COVID-19 Organization ID (from Section A): _____	
Street:			
City: County: State: ZIP:			
Telephone:		Fax:	
RESPONSIBLE OFFICERS			
Medical Director (or Equivalent) Information			
Last name		First name	Middle initial
Title		License (state and number)	
Telephone number:		Email:	
Address:			
Chief Executive Officer (or Chief Fiduciary) Information			
Last name		First name	Middle initial
Telephone number:		Email:	
Address:			

9/14/2020

Page 1 of 2

**CDC Redistribution Agreement**

# Request to Return or Transfer Vaccines

## Did you know...?

Transferring Providers are **responsible for costs incurred** during the transfer process, as well as for **maintaining the cold chain** throughout the transfer process.

The ***Transferring Provider*** is responsible for any costs incurred in transferring the vaccine to another provider.



Vaccine Arrival at  
Provider Facility



Vaccine Storage &  
Handling at  
Provider Facility



*Transferring  
Provider Ships or  
Transports Vaccine*

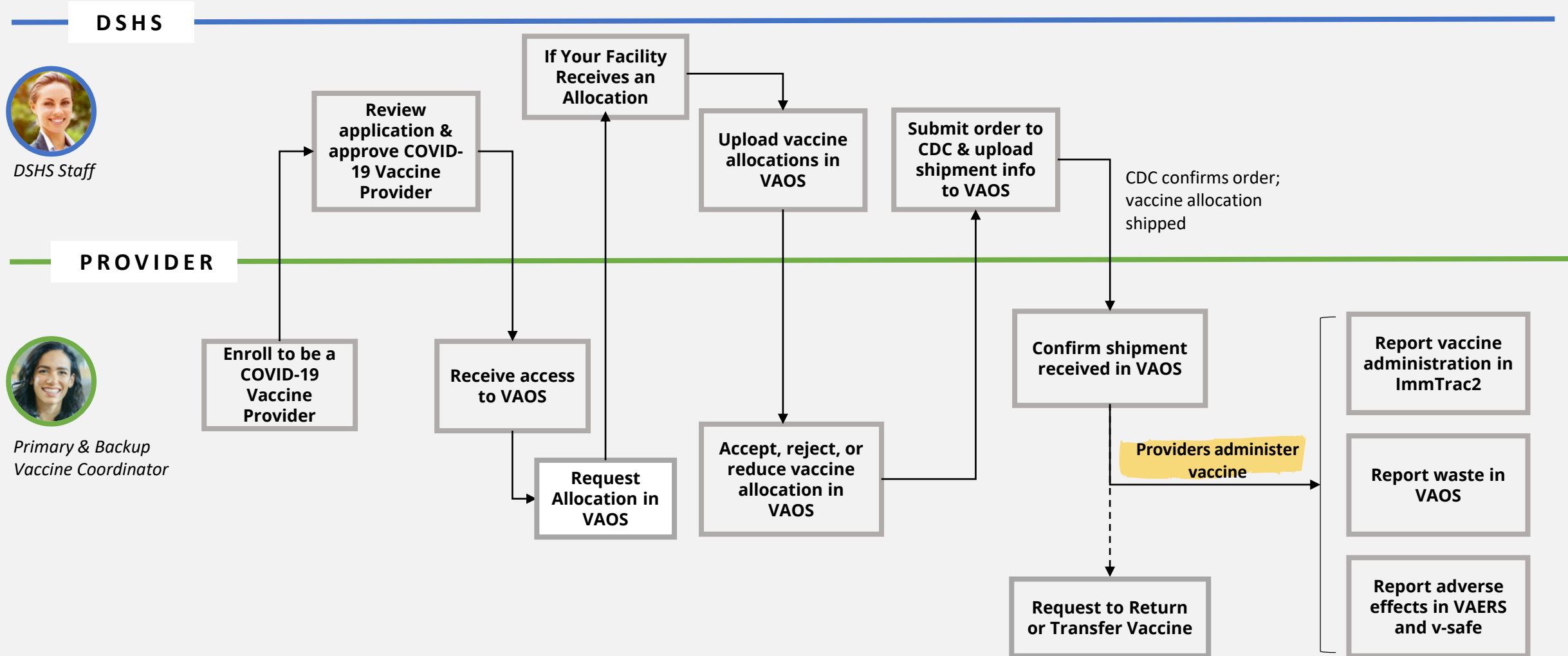


Vaccine  
Administration at  
*Receiving Provider*  
Facility



***Transferring Provider responsible for maintaining the cold chain***

# COVID-19 Vaccine Provider Milestones



# Providers Administer COVID-19 Vaccine

## Did you know...?

Do not hold back first doses of the vaccine.

Providers **do not need to “hold back”** doses from a First Dose allocation for patients’ second doses. After receiving a First Dose allocation, Providers should request a Second Dose allocation in VAOS.



Providers should **begin vaccinating patients as soon as possible after receiving a vaccine shipment**, beginning with the Phase 1A target population. If there are no patients from the Phase 1A target population to administer the vaccine doses to immediately, administer to Phase 1B patients.

## Did you know...?

You find and print additional **vaccination record cards**

You can find them [here](#) on the [DSHS COVID-19 Vaccine Management Resources website](#).

COVID-19 Vaccination Record Card			
Please keep this record card, which includes medical information about the vaccines you have received.			
Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.			
Last Name		First Name	MI
Date of birth		Patient number (medical record or IIS record number)	
Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 <sup>st</sup> Dose COVID-19		mm / dd / yy	
2 <sup>nd</sup> Dose COVID-19		mm / dd / yy	
Other		mm / dd / yy	
Other		mm / dd / yy	



# Providers Administer COVID-19 Vaccine

## Did you know...?

Use **Second Dose allocations** to provide **second doses** to patients who have already received a first dose of the COVID-19 vaccine.

**Second Dose allocations** should be used to provide second doses to patients who have already received their first dose.

Additional second dose vaccines **may not be available at the right time** if a Provider uses Second Dose allocations to provide first doses to patients.



When administering the vaccine, Providers should **communicate the importance of returning to receive their second dose of the COVID-19 vaccine**, including proactively reminding patients when it is time for them to return for their second dose.



# Providers Administer COVID-19 Vaccine



## Did you know...?

To confirm a patient's chronic medical conditions for Phase 1 vaccinations, Providers should refer to the person's medical history.

To confirm chronic medical conditions, providers should refer to the person's medical history.

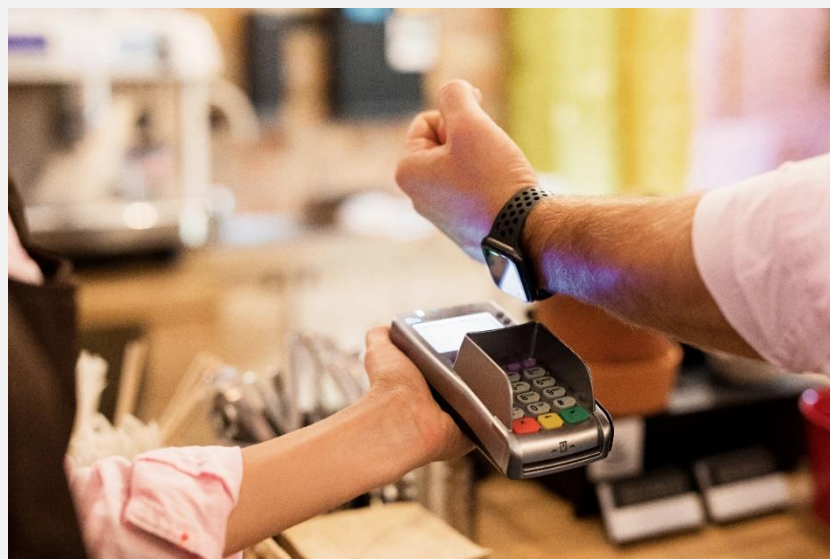
If a provider doesn't have access to the person's medical history, the person can self-disclose their medical condition. They do not need to provide documents to prove that they qualify.

# Providers Administer COVID-19 Vaccine

## Did you know...?

There is **no residency requirement** for receiving a COVID-19 vaccine

To receive a COVID-19 vaccine, the patient **does not** have to demonstrate residency in Texas or the U.S.



You **CANNOT** charge a copay to the patient. You can bill insurance for the administration, however no person can be turned away due to inability to pay the administration fee. Vaccination providers can get this fee reimbursed by the patient's public or private insurance company or, for uninsured patients, by the [Health Resources and Services Administration's Provider Relief Fund](#).

## Did you know...?

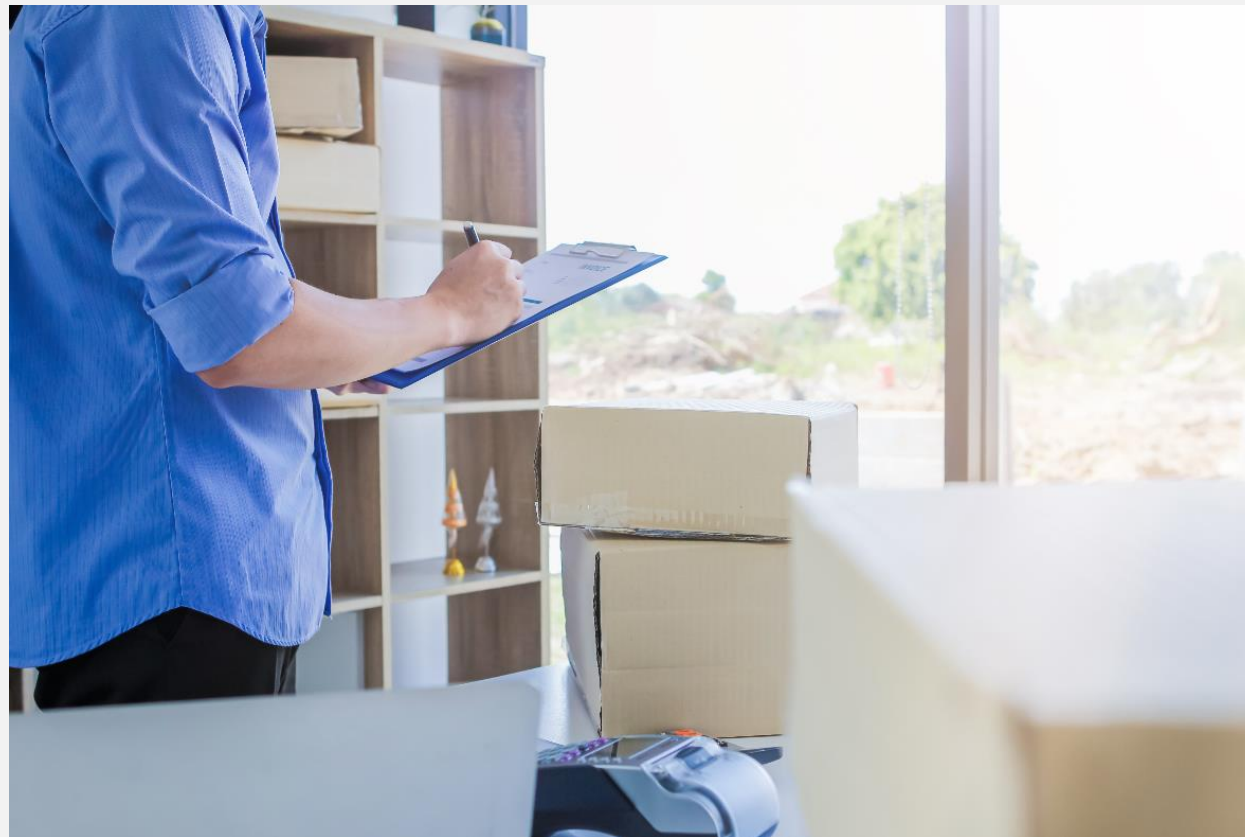
Providers cannot charge a **copay** for the COVID-19 vaccine

# Providers Administer COVID-19 Vaccine

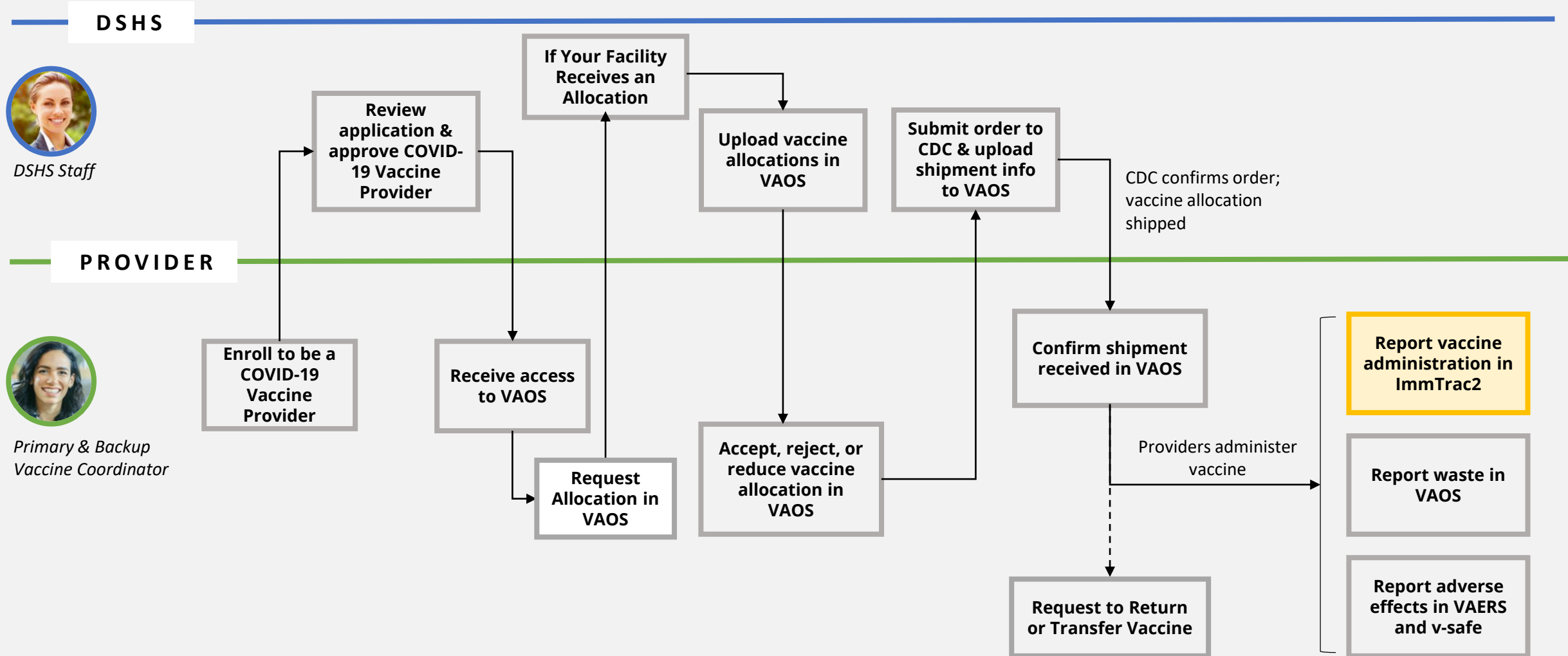
## Did you know...?

Even if a provider is able to administer more doses than officially allocated, they will receive the **same number of second dose allocations** as they did for first doses.

Because of the extra doses that can be extracted from some vaccine vials, providers may be able to administer more doses than originally allocated. However, Second Dose allocations will include the **same official number of doses in the follow-up shipment** as there were in the First Dose shipment.



# COVID-19 Vaccine Provider Milestones



# Report Vaccine Administration in ImmTrac2

## Did you know...?

Providers should use their correct Org Code or ImmTrac2 IIS ID to report vaccine administration.

When reporting administered COVID-19 vaccines to ImmTrac2, providers must use their correct ImmTrac2 Org Code and TX IIS IDs to ensure that vaccines are accurately tracked in the COVID-19 Vaccine Data Dashboards in VAOS.



ImmTrac2 users receive their assigned Org Code(s) via email when they first get access to ImmTrac2, or when their access is modified.



Because vials may contain more than the official number of doses, **Providers may administer more doses than are officially allocated in VAOS.**

## Did you know...?

If you administer more doses than officially allocated in VAOS, still **report the actual vaccinations given to patients.**

Continue to **report actual vaccine administration into ImmTrac2**, regardless of the number of doses officially allocated.



# Report Vaccine Administration in ImmTrac2

**Did you know...?**

Providers need to report daily in both **TDEM** and **ImmTrac2**

## Reporting COVID-19 Vaccines/Therapeutics in the TDEM/DSHS Portal

Facility:

Facility Identification Number:

You are receiving this email because your facility has received an allocation of vaccines and/or monoclonal antibodies for COVID-19. The State of Texas requests that you submit information through the TDEM portal provided below, in addition to current tracking in ImmTrac2.

We are aware of the increased number of reporting requirements related to vaccines and therapeutics that are asked of you, and we are doing our best to streamline the inquiries with your assistance. We really appreciate the work of our hospital partners across the state in reacting to this crisis.

If you have any issues pertaining to the system, requests, or questions, please send an email to [vaccine@tdem.texas.gov](mailto:vaccine@tdem.texas.gov)

### INSTRUCTIONS

#### LOGIN

1. Go to <https://report.tdem.texas.gov>
2. Select your facility from the dropdown list titled "Select Facility".
3. Enter your Facility Identification Number, which is listed above.

**Did you know...?**

The data that you report in TDEM and ImmTrac2 isn't the same.

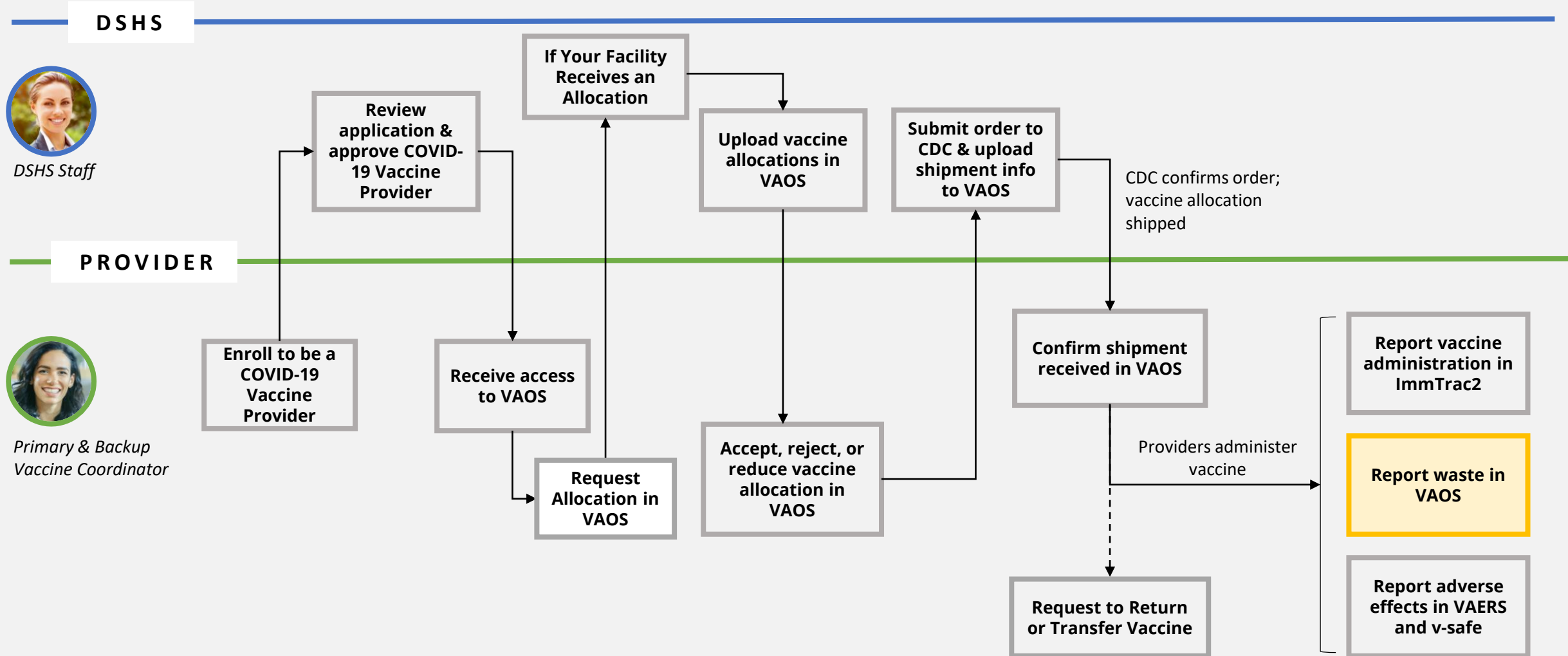
Providers must report aggregate doses administered to TDEM every day by 8AM at <https://report.tdem.texas.gov>

For questions about TDEM reporting, please contact: [vaccine@tdem.texas.gov](mailto:vaccine@tdem.texas.gov) or 844-908-3927

Continue to **report actual vaccine administration and patient data** into ImmTrac2.

**ImmTrac2**  
Texas Immunization Registry

# COVID-19 Vaccine Provider Milestones



# Report Waste in VAOS

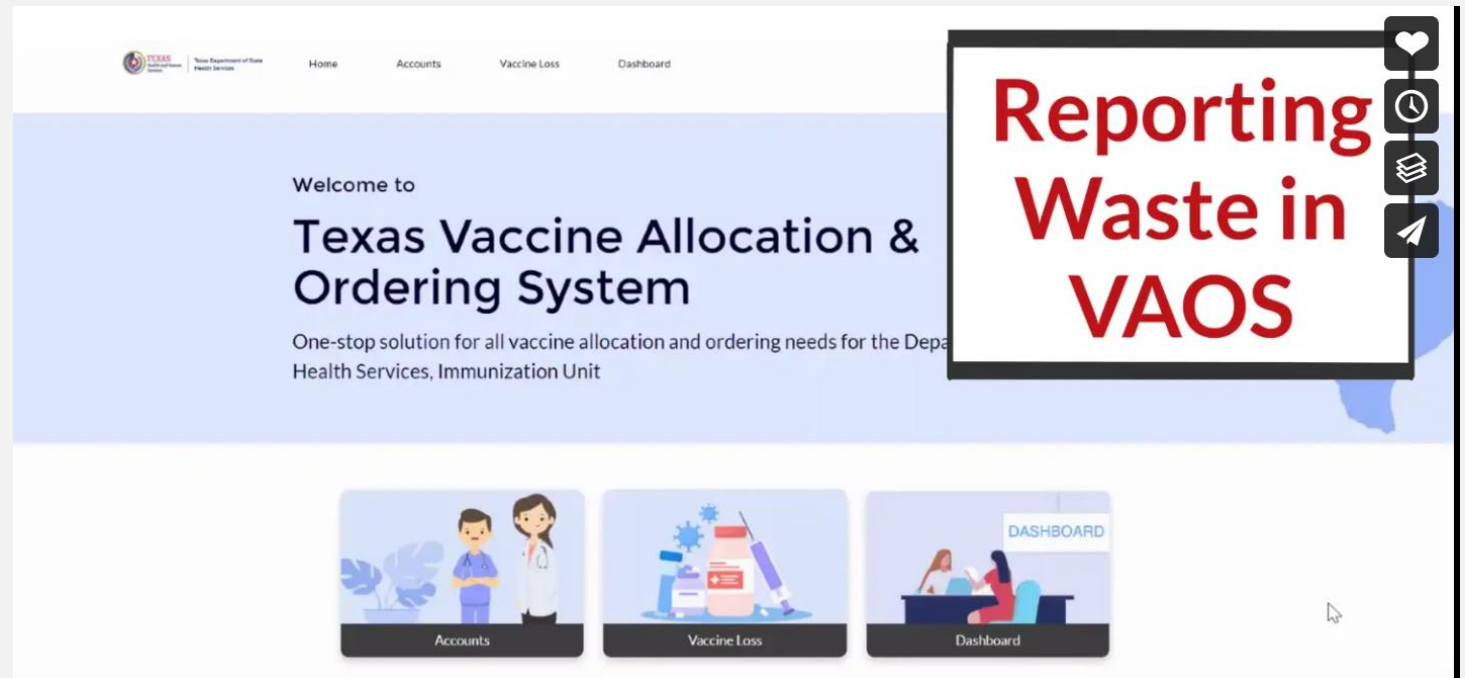
Did you know...?

Providers report **doses wasted in VAOS** and **doses administered in ImmTrac2**.

**Report doses that are wasted into VAOS.** This will affect the number of doses listed as on hand for your facility on the VAOS dashboard.

This does not include doses that are administered to patients. **Report all doses administered to patients in ImmTrac2.**

Want to learn more? Check out the VAOS Provider Guide and an instructional video on the [DSHS COVID-19 Vaccine Management Resources](#) site.



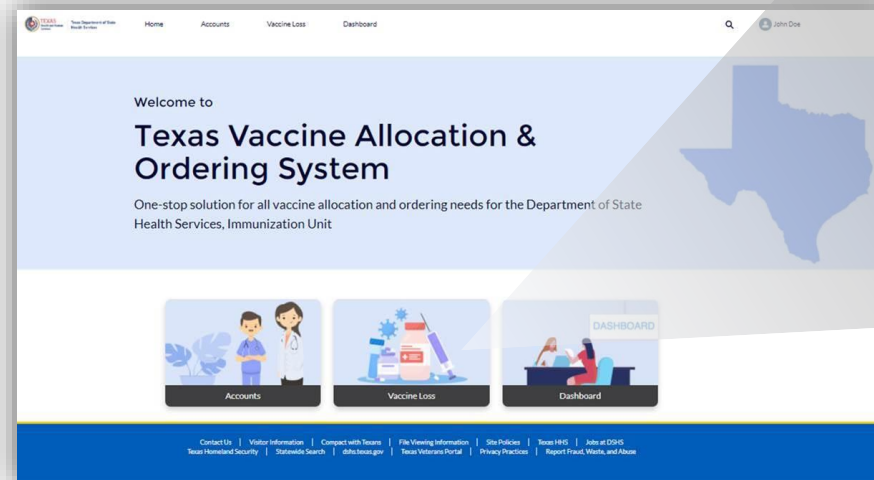


# Report Waste in VAOS

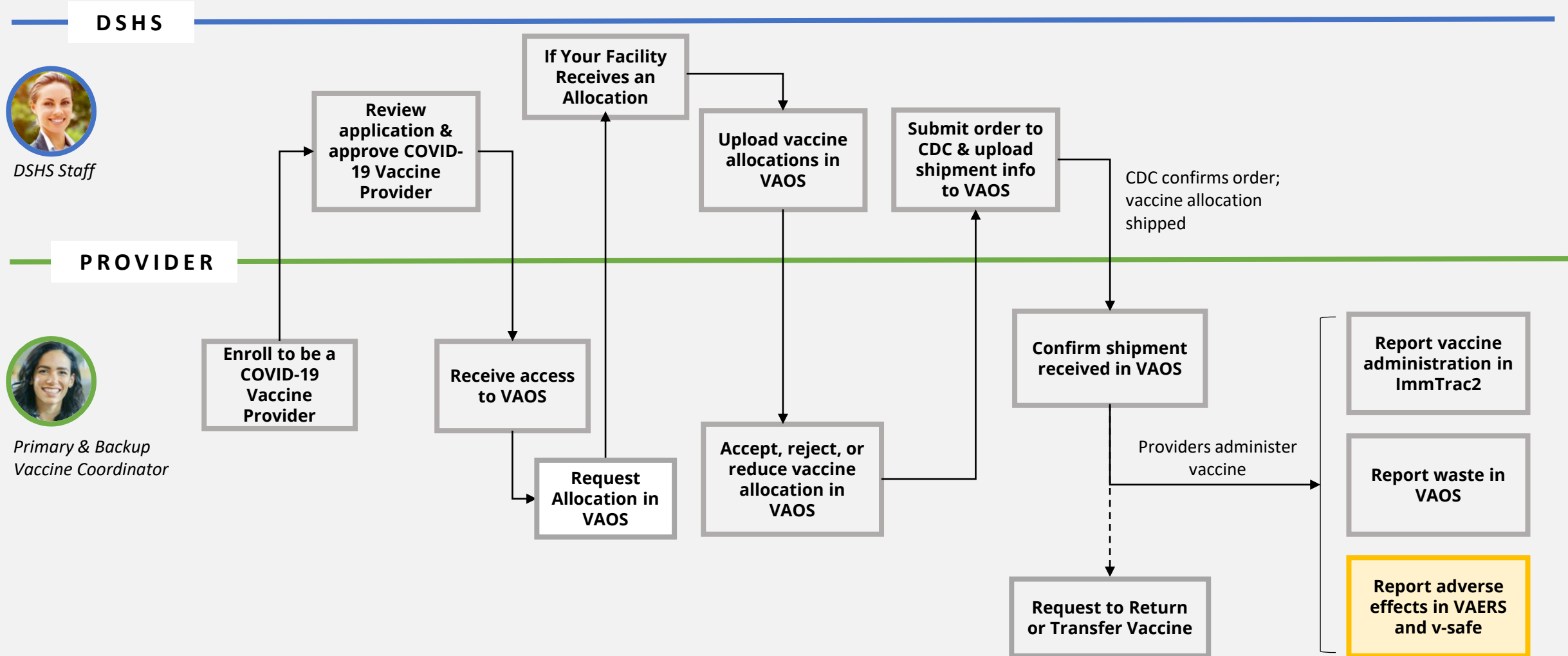
## Did you know...?

You can't report more doses wasted than you've received in your allocation.

Providers should report all doses wasted in VAOS. However, you **cannot report more doses wasted than you have been allocated in VAOS.**

A screenshot of the "New Vaccine Use: Vaccine Wastage" form. The form is titled "New Vaccine Use: Vaccine Wastage" and has a close button (X) in the top right corner. It is divided into two main sections: "Information" and "Description".  
  
The "Information" section contains the following fields:  
- Vaccine Administration Number (text input)  
- Facility (dropdown menu showing "Austin Regional Health Clinic")  
- Vaccine (dropdown menu showing "VI-0000014")  
- Status (dropdown menu showing "Wastage")  
- Reason for waste (dropdown menu showing "G81 - Expired vaccine")  
- Quantity Consumed (text input showing "25")  
- Vaccine Item Temp (text input)  
  
The "Description" section contains the following fields:  
- Description (text area showing "Vaccine Lot expired 11/08/2020")  
- Other Reason (text area)  
  
At the bottom right of the form, there are three buttons: "Cancel", "Save & New", and "Save".

# COVID-19 Vaccine Provider Milestones



# Report Adverse Effects in VAERS and v-safe

## Did you know...?

If a patient experiences **adverse effects** from the vaccine, you should **report it to VAERS**.

CDC and FDA encourage anybody who experiences any problems after vaccination to report to VAERS.

- Parents
- Patients
- Healthcare Providers
- Others

**Healthcare providers are required by law to report certain problems such as serious adverse events**

## Did you know...?

Providers should give **all vaccination patients** information on **v-safe** after administration.



**VAERS**

Vaccine Adverse Event  
Reporting System

Co-managed by  
CDC and FDA  
<http://vaers.hhs.gov>



**VAERS is the nation's frontline system for monitoring vaccine safety**

**V-safe** is a smartphone-based tool that uses text messaging and web surveys to provide **personalized health check-ins** after someone receives a COVID-19 vaccination.

Vaccine recipients can quickly tell the CDC if they have any side effects. The CDC may follow up with them by phone to get more information.

**V-safe** will also remind them to get their second COVID-19 vaccine dose, if needed.

Use your smartphone to tell CDC about any side effects after getting the COVID-19 vaccine. You'll also get reminders if you need a second vaccine dose.



**Poll: What VAOS functionality would you like to see covered more in future webinars?**

# More Info on New VAOS Features

Check it  
out!

Want more information on requesting allocations and transferring or returning vaccines? Check out our [Provider User Training Guide](#) for step-by-step walkthroughs on new and existing VAOS features.



Be sure and join future webinars to learn more about the new features and how you can use them as a COVID-19 Vaccine Provider.

**Please look for invitations to  
additional COVID-19 Provider  
Webinars in the coming days and  
weeks**



Texas Department of State  
Health Services

# Key Resources

**COVID-19 Vaccine Resources (today's webinar, training materials, videos):**

<https://www.dshs.texas.gov/coronavirus/immunize/vaccine-manage-resources.aspx>

**COVID-19 Vaccine Provider Enrollment Information:**

[www.dshs.texas.gov/coronavirus/immunize/provider-information.aspx](http://www.dshs.texas.gov/coronavirus/immunize/provider-information.aspx)

**DSHS COVID-19 Vaccine Provider hotline:**

(877) 835-7750, 8 a.m. to 5 p.m., Monday through Friday or Email:

[COVID19VacEnroll@dshs.texas.gov](mailto:COVID19VacEnroll@dshs.texas.gov)

For questions about training materials or webinars, please email us at

**[COVID19VacMgmt@dshs.texas.gov](mailto:COVID19VacMgmt@dshs.texas.gov)**



Texas Department of State  
Health Services

# COVID-19 Provider Support

Category

Sample questions

Provider Support Channel

## COVID-19 Vaccine Provider Enrollment, Vaccine Information, and Safety Reporting

- How to become a COVID-19 Vaccine Provider
- In-progress applications
- Updating information in Provider Enrollment accounts, including population numbers
- Allocations
- Waste disposal/return
- COVID-19 vaccine safety
- Storage & handling
- Administration of vaccine
- Vaccine distribution & shipments
- Reporting adverse events to VAERS

### Provider Help Desk

(877) 835-7750, 8 a.m. to 5 p.m., Monday through Friday or Email: [COVID19VacEnroll@dshs.texas.gov](mailto:COVID19VacEnroll@dshs.texas.gov)

## Vaccine Allocation & Ordering System (VAOS)

- Who has access to VAOS
- “How to” questions about completing a task or process in VAOS
- VAOS or Tableau dashboards
- Tuesday/Thursday Provider Webinars

### Vaccine Management

**Mailbox:**  
[COVID19VacMgmt@dshs.texas.gov](mailto:COVID19VacMgmt@dshs.texas.gov)

## COVID-19 Vaccine Distribution

- Tracking shipments
- Vaccine transfers/returns

### Shipments:

[COVID19VacShipments@dshs.texas.gov](mailto:COVID19VacShipments@dshs.texas.gov)

### Transfers / Returns:

[COVID19VacEnroll@dshs.texas.gov](mailto:COVID19VacEnroll@dshs.texas.gov)

## Reporting for COVID-19 Vaccines

- Reporting to ImmTrac2 via online web application
- Reporting to ImmTrac2 via data exchange
- Reporting to TDEM

### ImmTrac2 Web app: :

[ImmTrac2@dshs.Texas.gov](mailto:ImmTrac2@dshs.Texas.gov)

### Data Exchange:

[ImmTracMU@dshs.Texas.gov](mailto:ImmTracMU@dshs.Texas.gov)

### TDEM/ TMD Call Center:

[vaccine@tdem.texas.gov](mailto:vaccine@tdem.texas.gov)



**Thank you!**